

Warren County Health Services Committee
Countryside Adult Home
Meeting Agenda
June 9th, 2009

Pending Item:

Abolishing positions at Countryside

New Business:

Announcing positions to be abolished;

At our previous meeting on June 3rd I announced there were two other positions that may not be required at Countryside depending on approval from the New York State Department of Health. DOH was not scheduled to meet until June 4th, 2009 so I was unable to announce what those positions were. DOH confirmed on June 4th, 2009 that after checking this Administrators credentials and educational background they were confident that the Case Management position and the Activities Director position can both be eliminated and can managed by myself with the census of less than 50 therefore saving Warren County another \$75,000.00 per year in salaries.

Resolution Request to Abolish the position of Case Manager:

Rational: Under 50 beds the case management tasks can be performed by the Administrator currently these tasks are being shared by the Case Manager and the Administrator. In this budget crunch we have determined the need to downsize where we can and ought to, downsizing Countryside to 48 beds is only a formality since we have not reached 50 in some time. The Case Management position saves over \$38,000.00 in salaries not including benefits.

Request to abolish the Activity Director Position

Rational: Under 50 bed capacity in an Adult Home it is not required to have a specified Activity Director or any specific individual assigned to activities. Activities can be scheduled and documented by the Administrator. This position has only been maintained "in case we fill 60 beds" which has not happened. With use being practical and downsizing to the actual numbers of beds we can fill this position is no longer required or needed. The Activity Directors position is another \$37,831.00 that the county would be saving.

Both of these positions are only need if our census is above 50 by downsizing to 48 beds it eliminates the requirement to maintain these positions.

With the 4 positions I have now announced the savings in salaries alone will be over \$135,000.00 not including benefits.

Countryside itself is not a mandated service but it is a needed service, as such we should not be staffing with such big salaries in areas that are not required to be staffed.

I have attached for your review a plan for activities because I understand there are some concerns and I want to put everyone at ease, I have worked very hard and looked at every angle and the activities that are currently being done can be handled differently and I believe in more community (free) activities instead of Racino, Gokey flee market, picnics every couple of weeks away from the facility when we have a picnic every other week at the facility plus campfires every other week at the facilities, These types of activities only cost money, take up time and they do not stimulate the residents as I feel they were stimulated by helping out in Tourism, I myself took a group to Queensbury High school for a band concert being put on by area schools and ACC. These (free) activities are stimulating and I intend to change the program to more resident involvement instead of staff doing, it is not required that staff do for the resident it is intended to have the resident involved and my plan will allow this.

Resident council can also be doing more instead of just allowing them to sit and gripe about one another they will be advised on ways to raise money to do special things that they can pay for such as Hockey games at the Civic Center or Boat rides ect.

At first there will be some confusion and time management issues that will need to be worked out as with any thing when you reorganize but it can and will happen under my direction and we will notice a cost savings to the County and the tax payers.

NOW is the time we need the cutbacks and rather than dangling people along waiting for the next ball to drop we need to get serious and though it does not make us popular it does make sense. Down sizing Countryside and abolishing the 4 positions I have recommended puts our business back into perspective. Believe me we need to make everyone use their shovels and stop standing back because there are too many men in the hole, if the hole ain't big enough you don't need as many shovels.

Positions to be abolished at Countryside Adult Home

Countryside has 4 positions which I have reviewed the need for and have determined that the duties being performed by these positions can be done without any inconvenience to other staff members.

- 1) Recreation Aide – this is not a mandated position nor has our facility ever been filled enough to warrant a second person in the Activities department (we should not have needed this person unless we were over 120 beds). We certainly can no longer afford to carry a position such as this with the census below 50.
- 2) Activity Director – This position is only required if we have over 50 residents and then it is only required for ½ hour per resident per week over 50 resident and up to 40 hours. We are now downsizing the facility to 48 therefore we can and should abolish this position saving over \$37,000.00 in salaries alone. The Activity program would be revised to offer more self-directed activities to increase the independence of our residents. It would also include staff participation and community programs planned by myself.
- 3) Case Manager – This position is only required if we are 50 residents or more our census has been down for at least the past 1 1/2 below the 50, downsizing to 48 beds allows us to abolish this position saving the county over \$38,000.00 in just salaries. The tasks performed by this individual have been shared between myself and the Case Manager. The only portion of this position that I have not been currently doing myself is the applications to go to Social Services but I have no doubt that I can fill out these applications.
- 4) Laundry Worker Full-Time – The full time laundry worker has given her notice of retirement. Her last day will be June 30th, 2009. We do not have a laundry at the facility therefore it is not necessary to keep this position..

In these crucial times and budget cuts we have taken a serious look at the staffing levels at Countryside Adult Home and what we have decided is since our census has been below 50 for over a year we need to reorganize and downsize. With a census less than 50 we are not required nor do we need a Case Manager or an Activity Director other than the Administrator, the Recreation Aide was not required and has not been necessary at all. The Activity Director and Case Management position salaries are \$37,831.00 and \$38,087.00 respectively, the Recreation Aide is another \$31,000.00. None of these salaries reflect the cost of benefits. With the laundry worker these abolished positions would reflect a decrease of over \$135,000.00 in salaries alone not including benefits.

I have spent a number of hours to determine the effects the loss of these positions will have on the facility and other than the initial “missing” the staff the residents will not lose any activities, the staff will need to reorganize some of the ways they do things initially but I’m confident as with any change we will get through it and things will seem normal within a few weeks to a couple of months. Our census is not unmanageable, our building is not big, but our staff is very close and loyal to one another so the hardest part will be the shock and the realization that there has been a change but once that kicks in the remaining staff will pick up and work just as they do now. The tax payers will be paying for the same service with less money.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home

DATE: 6/5/09

- (a) Purpose of Request: To Abolish the position of Case Manager

- (b) Details: We are not required nor do we need a Case Manager separate from the Administrator with the census less than 50, we have been less for well over a year and at this time we are reorganizing and downsizing to 48 beds. A Case Manager is not required.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home

DATE: 6/5/09

- (a) Purpose of Request: To Abolish the position of Activity Director
- (b) Details: We are not required nor do we need an Activity Director separate from the Administrator with the census less than 50, we have been less for well over a year and at this time we are reorganizing and downsizing to 48 beds. An Activities Director is not required.
- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home

DATE: 6/5/09

- (a) Purpose of Request: To Abolish the position of Recreation Aide
- (b) Details: We are not required to have a recreation aide even if the facility was filled with 60 residents however since the census has been low we are reorganizing and downsizing the activities will be scheduled and planned by the Administrator and there is no need or requirement for our Adult Home to have a Recreation Aide.
- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home.

DATE: 6/5/09

- (a) Purpose of Request: To Abolish the position of Laundry
- (b) Details: We do not have a laundry at our facility and the person who has held this position is retiring so upon her retirement we will abolish the position.
- (c) Previous Resolution Number:

Countryside Adult Home
353 Schroon River Rd
Warrensburg, New York 12885

Activity Plan

The goal at Countryside is to develop a program for each resident that will not just entertain him / her but one that will foster independence as well as build relationships with others within our facility and in the community.

Activities will be planned for each resident with input from that resident and their family and / or representative. The plan will include a process of interviewing the resident monitoring the resident to see if they are trying to participate in things they did not originally note as an interest and we will assist them to expand their areas of interest if they are willing and accepting.

We will provide one on one activities as well as group activities and programs. Entertainment of different types including music, movies, community programs ect. Games will be provided and assisted as needed. Crafts including decorating the facility and grounds done by the residents with only assistance provided as needed. Intellectual programs such as book clubs, puzzles, and assisting with ideas for activities to motivate and entertain. Baking, cooking, allowing and encouraging volunteering within and outside the facility. Below is a list of specific activities that will be promoted:

- 1 Games- BINGO, Pokeno, Memory, card games, board games as well as some outside activities like horse shoes, catch, ring toss, crochet, and softball.
2. Cooking – with the assist of kitchen staff in areas where needed. Residents love to peel potatoes, bake desserts; we will form a lunch group along with dinner club, and men's breakfast
3. Laundry – Residents enjoy folding cloths but they could also sort and stock with assist from the housekeeping or personal care aides.
4. Housekeeping – some like to dust, straighten chairs we will allow them to clean the lobby or activity areas or other areas with assist if they choose.
5. Reception- We will be placing a desk in the lobby and getting a Guest Register and allowing a resident to sit and great people if they would like.
6. Grounds – several residents are interested in gardening and we will be allowing them to garden with assist if needed or independently, We are going to develop a program to allow families and friend to “Sow Memories” buy giving them an area that they can assist their loved one in developing their own garden spot. Also I will encourage the residents and some staff to grow vegetables so they can have a little “Farmers Market” in the fall to raise money to continue the gardening projects.
7. Bullitin boards – we will provide access and assist as necessary the decorations on the bulletin boards, we have some very talented residents and they need to be allowed to do more not have staff do for them.
- 8 Holiday decorations – the residents will be encouraged to decorate staff will only provide assistance; not take over and do the decorating, we'll maybe have contests

Countryside Adult Home

